

Deputy Director of Training

CONFIDENTIAL 12 November 1953

Chief, Basic Training Division

Weekly Activity Report # 45
3 - 10 November 1953

I. NEW ACTIVITIES

a. With the assignment of [] the Finance Division to the Office of Training, work on the preparation of material dealing with "Administration of Funds" has begun. The outline referred to in the 28 October Report has been reviewed and priorities for preparation of detailed subject matter for Phase III have been established.

b. The first draft of a case history to be used for a problem in the Administrative Support Course has been completed and its adaptation to this course is now being worked on.

c. The revision of the B.T.A.T.M. has been discussed with [] TAB, and suggestions for the editing of the introductory pages are to be submitted by her. At the same time, [] is to review two of the more controversial chapters. A form allowing for the critique of specific chapters and the submission of concrete suggestions by students in Phase III will be prepared this week as an additional means of finding a basis for revision.

I. OLD ACTIVITIES

The first draft of the Charter case history has been completed and forwarded [] for review by Phase II instructors.

II. PERSONNEL CHANGES

a. [] is attending the current CPW Course.

b. As mentioned above, [] of the Finance Division has been assigned to the Basic Training Division.

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